

The following is a **summary of steps** involved in the *Insurance Commissioner's Certification (ICC)* review process. Additional actions may be necessary by the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP), the Louisiana Department of Insurance (LDI) or Applicants.

# 5 STEPS . . .

## Insurance Commissioner's Certification (ICC) Application Process

1

Applicant **notifies** the **Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP)** that because of the insurance market it merits consideration for an *Insurance Commissioner's Certification (ICC)*.

2

GOHSEP **sends an application packet** to the Applicant.

3

Applicant returns completed application to GOHSEP.

- GOHSEP **inventories** required documentation for completeness (requesting additional documentation if necessary).  
GOHSEP reviews application packet to:
  - Verify that figures supplied by the Applicant on the ICC application form are supported by documentation supplied by the Applicant; and
  - Makes threshold determination that Applicant is a **candidate for consideration of an ICC**, i.e., that the amount of the obtain and maintain (O & M) requirement (at the time of the application) exceeds the amount of insurance the Applicant has been able to procure based on the pre-determined percentage of its current operating budget.

4

GOHSEP **forwards packet** to **Louisiana Department of Insurance (LDI)** for consideration.

- LDI staff **reviews packet**; requests clarifications and additional documentation if needed to make a decision.
- GOHSEP assists the Applicant in addressing LDI requests for **additional information** or **documentation**.

5

LDI makes final determination.

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Insurance Commissioner's Certification



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# Insurance Commissioner's Certification (ICC) Application Required Documentation Checklist

- ☐ Applicant's prior year, **audited financial statement** OR **current operating budget**.
- ☐ Copies of all **property** and **flood insurance policies** in place **at the time of loss** [including National Flood Insurance Program (NFIP)].
- ☐ Copies of all **current property and flood insurance policies** (including NFIP).
- ☐ Copies of **statement of loss** for the disaster.
- ☐ Copies of **insurance quotes/declinations** obtained for the current policy period.
- ☐ List of all **previously damaged facilities** that received FEMA Public Assistance (PA) funding, including Project Worksheet (PW) numbers.

